



**Polychlorinated Biphenyls Elimination Network (PEN)
Fourth Meeting of the Advisory Committee
and Thematic Groups Meeting**

Beijing, China, 7-8 September 2012

Report prepared by:

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**Polychlorinated Biphenyls Elimination Network Advisory
Committee, Fourth Meeting and Thematic Groups Meeting
Beijing, China, 7-8 September 2012**

1 OPENING OF THE MEETING

Mr. Donald Cooper, Principal Advisor UNEP DTIE, Chemicals Branch, opened the meeting and handed over to the Chair of the PEN Advisory Committee and of this meeting, Ms. Anna Ortiz, Costa Rica.

Welcome addresses were provided by the Chair of the PCB Elimination Network, the Government of China, the Head of the UNEP Country Office in China, and the host of this PEN Meeting, the Executive Secretary of the Basel Convention Regional Centre and the Stockholm Convention Regional Centre for Capacity Building and the Transfer of Technology in Asia and the Pacific (SCRAP).

Ms. Anna Ortiz welcomed the participants on behalf of the Advisory Committee members and noted the transfer of the leadership of the PCB Elimination Network and its implementation to Chemicals Branch of UNEP's Division of Technology, Industry and Economics. She welcomed Mr. Donald Cooper, Chemicals Branch, as the Coordinator of the PEN, and the members of the Advisory Committee in their respective roles. She thanked UNEP and the SCRCAP for organizing this meeting and wished all success during these two days of the Advisory Committee meeting.

Mr. Yingxian Xia, Deputy Director of the Division of International Organisations and Conventions, Department of International Cooperations, Ministry of Environmental Protection welcomed the participants on behalf of the Government of China. He expressed his ministry's high interest in POPs and especially PCB matters and support to the PEN. He welcomed that the PEN had chosen his country to host this technical meeting and that the target and objectives of the PEN had not changed due to the transfer of the PEN from the Convention Secretariat to Chemicals Branch. He confirmed institutional support to the activities of the SCRCAP. He wished all a pleasant stay in Beijing.

Mr. Shigang Zhang, Coordinator of the UNEP China Country Office, thanked SCRAP and China Ministry of Environmental Protection for hosting this meeting. He highlighted the importance of national institutions such as the SCRAP in their regional role. He highlighted that the control of harmful substances and the environmentally sound management of chemicals and waste are among the top priorities of UNEP. UNEP is aiming at promoting chemical safety and provide countries with access to information on toxic chemicals through policy advice, technical assistance and capacity building to developing countries and those with economies in transition. He wished that this meeting will lead to the constructive progress of the PEN in the future but also an important occasion for experts to share experiences and ideas. He re-affirmed UNEP's commitment to continue providing coordinated and sufficient support to the member states in their efforts on sound management of chemicals in partnership with governments, international organizations, research institutes, industry, and other stakeholders.

Mr. Jinhui Li, the Executive Secretary of SCRAP, welcomed the participants to Beijing and offered his institutional support to the meeting. He reminded that participants that they are on important historic grounds since the Tsinghua University Campus is located in the garden of the emperor.

2 ORGANIZATIONAL MATTERS

2.1 Introduction of Members

The Secretariat of the PEN informed that the status of the members will be the same as for the previous meeting and as agreed by the Stockholm COP5; in other words, Advisory Committee Members will retain their positions for two years (from COP-5 in 2011). Mr. Donald Cooper was introduced as the coordinator of the PEN; Heidi Fiedler as Team Leader of the Unit that hosts the PEN within UNEP and representing UNEP as an IGO in the PEN Advisory Committee. The initial statements were followed by self-introduction of the members of the Advisory Committee present at the meeting.

Unable to attend were the members from Nigeria (Africa), Moldova (CEE), Jamaica (GRULAC), France (WEOG) as well as the NGO representative and the Expert.

The list of participants is attached to this report as Annex 1: List of Participants.

2.2 Adoption of the Agenda

The Agenda was adopted without changes; it is included in this report as Annex 2: Agenda.

2.3 Organization of Work

The Secretariat informed that this Fourth Advisory Committee meeting will include the work of the Advisory Committee and will include a half day session for the Core Teams of the Thematic Groups. The Members of the Thematic Group Core Teams are all a part of the Advisory Committee and therefore, the two issues could be combined.

3 ORGANIZATIONAL MATTERS

Mr. Donald Cooper informed the Advisory Committee that the COP decision SC-5/7 has been implemented and that the transfer of the PEN from the BRS Secretariat (Secretariat of the Basel, Rotterdam and Stockholm conventions) to UNEP was completed.

Due to the transfer, there is a need to review of the Terms of Reference (ToRs) of the PEN. The review does not only include the necessary changes due to the change in leadership but also serves to develop recommendations to the Stockholm Convention's Conference of the Parties (COP-6). The discussions will center on establishing the process for the review and how to get broad participation in the work and to prepare the recommendation to the next

Stockholm COP. The ToRs document with draft revised text will be circulated to the Advisory Committee within the next month.

4 ACTIVITY REPORTS FROM THE THEMATIC GROUPS

The activities of the PCB Elimination Network are centered on four Thematic Groups. There was a presentation from the Chair of each Group followed by a discussion of the proposed work plan and the deliverables that are targeted to the Stockholm COP-6. Later during the meeting, the plans were adjusted to take into account the availability of funding and possible fund raising activities. The Thematic Groups identified short- and long-term plans and who will be responsible for delivering aspects of those plans.

4.1 Thematic Group on Inventory of PCB

The presentation was made by the SCRCAP and is available for download from the PEN Website. The report included four main activities:

1. Revise and finalize the guidance on PCB inventory including standardized procedures based on compilation of experiences, lessons learned. A draft revised document was prepared and sent to the (former) PEN Secretariat in April 2012. So far, no comments were received from the Secretariat. It is planned to have this draft circulated to all AC members and the Secretariat;
2. Develop a factsheet on information requirements to support information management and the reporting. This work is under preparation;
3. POPs Social: This platform is actively promoted in the region. Despite some technical deficiencies that blocked efficient exchange of information, this platform is welcomed;
4. The Regional Workshop on Capacity Strengthening and Information Exchange on PCB Management has been organized. A Website dedicated to PCB Elimination Action in Asia-Pacific will be open very soon at <http://pcbs.bcrc.cn> .

Discussion/Comments:

The Secretariat commented that it had not received any draft documents for review and will check with the BRS Secretariat. Since the same had occurred with submissions from other Thematic Groups, it was recommended that all Chairs send their latest versions to the Secretariat for review.

With respect to the factsheets, some potential overlap with other Thematic Groups may occur; therefore, it is planned to communicate content with other members before finalization.

Mr. Niklas Johansson mentioned that guidelines for inventory making have been developed by the Arctic Contaminants Action Program (ACAP), on of the working groups within the Arctic Council. For project managers information is available from the SBC Webpage <http://www.basel.int/TheConvention/Publications/TrainingManuals/tabid/2363/Default.aspx> .

4.2 Thematic Group on Maintenance, Handling, and Interim Storage of Equipment Containing PCB

The progress report was provided by the chair of the Thematic Group, Ms. Anna Ortiz. Highlights include:

Finalizing the Guidance on maintenance, handling and interim storage of equipment containing PCB. The revised document was presented to the PEN Secretariat, however, no comments have been received.

Webinars were organized in English and Spanish on cross-contamination. Large participation; people expressed their satisfaction that the Webinar was held in the regional language since it makes active participation easier.

Final recommendations included the need to organize practical training workshops in the region. None was organized last year; the last one dates back to 2010 in Panama.

Discussion:

Although Webinars have been successful in the past and are a cost-efficient alternative for face-to-face meetings, the Group felt that regional workshops are still needed since they allow for exchange within a region. Especially, in the LAC region, there are a lot of PCB projects and with common interest and problems, countries wish to learn more from other experiences; especially in terms of lessons learned.

4.3 Thematic Group on Disposal of PCB and Remediation of Contaminated Sites

No information was received from the chairs of the Thematic Group; both – Mr. Tara Dasgupta and Mr. Alan Watson - were unable to participate.

4.4 Thematic Group on Open Applications of PCB

The presentation was made by the chair of the Thematic Group, Mr. Niklas Johansson and is available for download from the PEN Website. The report included the following activities:

Background and update. The Thematic Group addresses open application but relevance to other topics such as contaminated sites is observed.

Presentation of the PEN were made at Basel COP-10 in Cartagena (together with Alan Watson) where they presented the low POP content for PCDD/PCDF including the dl-PCB; at the annual meeting of the Society of Toxicology (SOT) in March 2012 in San Francisco as well as the 7th PCB Conference, June 2012, in Arcachon, France. Further, he informed that an IARC Monograph on the evaluation of carcinogenic risks to humans “Polychlorinated and polybrominated biphenyls”, is under preparation, including a meeting 12-19 February 2013, Lyon, France; the monograph’s volume number will be 107.

The Thematic Group is has finalized its work on the booklet; he thanked Mr. Urs Wagner for contributing with photos. The draft has been sent to the Secretariat. Main area addressed include: sealants (caulk), paints, cable sheets. Sealants in buildings → indoor air pollution; contribution to human exposure.

The issue of Galbestos, a mixture between asbestos and PCB, was mentioned and informed that still information is missing.

The outline of factsheets has been decided and it will look like a list of DOs and DON'Ts. The work is delayed due to delay in coordination between Niklas (Johansson), Urs (Wagner), and the new Secretariat.

Discussion:

The Advisory Committee recommended including the open application issue into the general webinars rather than holding separate webinars for each Thematic Group.

As was with previous drafts, all chairs of Thematic Groups were invited to re-send their versions to the Secretariat to establish the channels of communication.

4.5 Other Activities of the PCB Elimination Network

4.5.1 UNIDO's Contribution to the PEN

A presentation was given by Mr. Adegboyega Ajani, Project Officer at UNIDO; the presentation is available for download from the PEN's Webpage.

The UNIDO presentation included information on its hazardous waste and hospital waste management projects including identification of sites contaminated with POPs.

UNIDO – some together with UNDP - listed a number of GEF-funded full-sized (FSP) and medium-sized (MSP) projects which totaled a GEF-grant of more than 50 million USD. In addition, they are implementing three FSP projects on POPs destruction technologies worth USD 25 million. Further, some new projects proposals have been CEO endorsed and are under development now.

Achievements included the development of a nationwide ESM system, improved regulation, increased awareness, trained local specialists in aspects of PCB management (Romania). Around the Philippine project on non-combustion technology for the treatment of 1.5 mio tons of PCB, a code of conduct was developed. In total, there are about 20,000 tons of PCB and PCB-contaminated equipment to be disposed of or treated under these projects. Further, the UNIDO activities provide a platform for improved governance. The favored technologies are non-combustoin.

Discussion:

One AC member asked where to find the relevant information to feed the experiences into other regional projects such as the ACAP projects (with emphasis on Russia) would be very

interested in the information. UNIDO explained that the reports are under development and information will become available soon.

Some members asked if concrete information, *e.g.*, data and results, is available; however, presently no data were shown. Further, the issue of the adequacy of non-combustion technologies for more complex waste or higher contaminated waste was addressed.

It was commented that some flexibility within the UNIDO GEF projects would be appreciate to use or test the guidance developed by the PEN and in reverse feed experiences into the work of the PEN.

4.5.2 BRS Contribution to the PEN

Mr. Matthias Kern, Secretariat of the Basel, Rotterdam and Stockholm conventions, updated the Advisory Committee as follows:

1. Basel COP extended the mandate of the Small Intersessional Working Group (SIWG) on POPs waste to expand the overall guidance document with respect to the ten new POPs but also to undertake a general revision. The SIWG is an open group, which presently has 66 members; including PEN members. Canada volunteered to chair this group to lead the process of updating the general technical guidelines on POPs Waste and developing the one on PFOS. PCB guidelines exist; it was recommended to update the guidelines to include hexabromobiphenyl (HxBB, which was listed as a new POP at COP-4 in 2009). Issues to consider include: Establishment of levels of destruction and the determination of when disposal methods constitute ESM; define low POPs content. He highlighted the special case of PBDE (polybrominated diphenyl ethers), which warrant separate treatment and therefore, a new “daughter” guideline needs to be developed. The next meeting of the Open-ended Working Group (OEWG) will take place 25-28 September 2012 in Geneva. Recommendations of the OEWG will be sent to the COP in April/May 2013. Since work is recommended to start immediately, it is assumed that a first draft of the new/amended guidelines will be available at the COP.
2. SBC was involved in the GEF co-funded project on PCB management in the mining sector in Latin America with pilot activities in Chile and Peru. The decision making tool is available in Spanish from the Basel Convention Regional Center, Argentina. This project supplements a UNIDO project on PCB management and disposal in other industrial sectors in Peru.
3. SBC received funding for updating of the destruction technology factsheets contained in the Training Manuals on Destruction and Decontamination Technologies for PCB and Other POPs Wastes; the work is undertaken by a consultant and in cooperation with Chemicals Branch. Respective industries are contacted to provide their information. A two layer approach has been taken: General information on the technology and company-specific information.

5 REVIEW OF THE WORKPLAN 2012-2015

The third meeting of the Advisory Committee had established a preliminary workplan. On Friday afternoon, the fourth meeting of the Advisory Committee turned into an informal session of the chairs of the Thematic Groups to discuss and agree on workplan and budget for the period 2012-2013 and beyond. Based on the interim workplan from the Lyon meeting, the workplan for the four Thematic Groups were revised. The workplans were discussed one after the other; the discussions were lead by the chair of the Thematic Group. By Saturday noon time, the meeting had agreed to the workplan items for each of the Thematic Groups and in addition, newly established a workplan for core activities of the Advisory Committee. Each activity has a proposed budget associated. Since COP-6 in April/May 2013 constitutes a major landmark in the PEN's work, where possible, activities have been aligned to a 31 March 2013 timeline to make deliveries available for the COP. The workplan and the budget including a timetable is annexed to this report.

6 FUND RAISING

Under this agenda item, discussions have been held on how to raise funds to facilitate the work of the Advisory Committee and the Thematic Groups. The Secretariat's proposal for joint fundraising by Chemicals Branch and the BRS Secretariat to traditional and non-traditional donors, *e.g.*, foundations, found broad support as well as to request to the Stockholm Convention Conference of the Parties for assistance from the financial mechanism to the Convention (GEF). A recommendation was made that the PEN and its activities to be included into the guidance from the Secretariat of the Stockholm Convention to be included in the guidance to the financial mechanisms, *i.e.*, it may consider to the GEF on addressing PCB projects. This will be based on the assessment of the PEN on which areas need priority action to address the obligations on PCB set by the Convention.

7 PREPARATIONS FOR THE NEXT PEN MEETING AT THE COP-6 OF THE STOCKHOLM CONVENTION

It is planned to have a PEN meeting during COP-6 of the Stockholm Convention. Initial arrangements have been made with the BRS Secretariat to allow for a 2-hour timeslot during the COP. The exact dates will be communicated as soon as they become available.

8 DATES AND VENUE OF THE COMMITTEE'S FIFTH MEETING

The PEN Secretariat proposed and the Committee agreed to hold the fifth Meeting of the PEN Advisory Committee after COP-6 in the second half of the year 2013. AC members were asked to look into options for hosting this meeting.

9 ADOPTION OF THE REPORT

The Committee members entrusted the Secretariat with the preparation of the report, with a draft being circulated among participants of this meeting. The Terms of Reference for the PEN will be circulated to all members of the Advisory Committee for comments. Finally, it was agreed that all correspondence relevant to the PEN be sent to the Secretariat, to the hands of Heidi Fiedler.

10 CLOSURE OF THE MEETING

The Chair thanked the hosts for organizing this fourth meeting of the Advisory Committee and all members for their active participation in the meeting. Appreciation to UNEP for taking over the leadership of the PEN was expressed as well as thanks to Matthias Kern for serving as rapporteur for the workplan and timetable. The meeting was closed at 14:00 hours on Saturday, 8 September 2012.



Participants present at the opening of the fourth meeting of the Advisory Committee, Beijing, 7 September 2012

11 ANNEX 1: LIST OF PARTICIPANTS

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12 ANNEX 2: AGENDA

Polychlorinated Biphenyls Elimination Network Advisory Committee, Fourth Meeting and Thematic Groups Meeting; Beijing, China, 7-8 September 2012

1. Opening of the meeting
 - Mr. Donald Cooper Principal Advisor UNEP DTIE, Chemicals Branch
 - Welcome by the Chair of the meeting
 - Ms. Anna Ortiz, Costa Rica
 - Welcome by the Government of China
 - Mr. Yingxian Xia, Deputy Director of the Division of International Organisations and Conventions, Department of International Cooperations, Ministry of Environmental Protection
 - Welcome by the UNEP China Country Office
 - Mr. Shigang Zhang, Coordinator
 - Welcome by the Stockholm Convention Regional Center
 - Mr. Jinhui Li, Executive Secretary of the Stockholm and Basel Convention Regional Centers in Asia and the Pacific
2. Organizational matters
 - (a) Introduction of Members
 - (b) Adoption of the agenda
 - (c) Organization of work
3. Review of the Terms of Reference of the PEN
4. Activities of the PCB Elimination Network
 - (a) Activity reports from the four Thematic Groups:
 - (i) Thematic Group on inventory of PCB
 - (ii) Thematic Group on maintenance, handling, and interim storage of equipment containing PCB
 - (iii) Thematic Group on disposal of PCB and remediation of contaminated sites
 - (iv) Thematic Group on open applications of PCB
 - (b) Other activities of the PCB Elimination Network
5. Review of the work plan 2012 to 2013
6. Fund raising
7. Guidance to the COP6 of the Stockholm Convention on recommendations it may consider to the GEF on addressing PCB projects
8. Preparations for the next PEN meeting at the COP6 of the Stockholm Convention
9. Dates and venue of the Committee's fifth meeting
10. Adoption of the report
11. Closure of the meeting

13 ANNEX 3: TERMS OF REFERENCE OF THE POLYCHLORINATED BIPHENYLS ELIMINATION NETWORK

Revised after Transfer to Chemicals Branch,
Division of Technology, Industry and Economics, UNEP

Mission Statement

1. The Polychlorinated Biphenyls Elimination Network (PEN) is established to promote and encourage the environmentally sound management of polychlorinated biphenyls (PCB) with a view to attaining the 2025 and 2028 goals of the Stockholm Convention with respect to PCB.
2. The network operates according to the following principles:
 - (a) The Network members support the environmentally sound management of polychlorinated biphenyls as prescribed by the Basel Convention “Technical Guidelines on the Environmentally Sound Management of Polychlorinated Biphenyls and Persistent Organic Pollutant Wastes” while striving to achieve the phase out goals of the Stockholm Convention;
 - (b) The Network is a multi-stakeholder mechanism for the exchange of information and the implementation of coordinated activities targeted to the elimination of the use of PCB, and is intended to foster transparency and openness between all sectors;
 - (c) The Network is intended to catalyse new initiatives and provide support for ongoing activities to achieve the environmentally sound management of polychlorinated biphenyls and their phase out, while avoiding duplication of effort.

Membership

3. Membership in the network is open to governments, intergovernmental organizations, donors, PCB holders, non-governmental organizations, industry, experts/academia, and business sectors relevant to polychlorinated biphenyls.
4. The network members enjoy equal status and shall foster collaboration, exchange information and share experiences with one another. They shall promote the network and its activities at the global, regional, national and community levels and participate in meetings and related activities, including thematic groups. They are eligible for the awards being offered by the network.
5. The members’ main roles are to provide support for the implementation of the PEN’s work plan, provide quality-assured information through the sharing of experiences and knowledge on the environmentally sound management of polychlorinated biphenyls and their alternatives, to provide financial support for the network’s activities, as appropriate, and to participate in network meetings and discussion forums.

List of Activities

- Provide support for the implementation of the PEN work plan
- Create incentives for and promote environmentally sound management (ESM) of PCB;
- Facilitate information exchange between the members of the Network;

- Coordinate and support ongoing national and regional efforts to achieve ESM of PCB;
- Provide a link between members and promote local networking;
- Encourage research and development on suitable alternatives to PCB;
- Promote the sharing of information on technologies for the environmentally sound disposal of PCB;
- Promote the use of the Basel Convention technical guidelines on the ESM of PCB;
- Create incentives for countries to undertake and update inventories on PCB oils and equipment containing PCB and share information on inventories;
- Raise awareness on successful activities on environmentally sound management of polychlorinated biphenyls;
- Record and disseminate widely information on the activities of the PEN, *i.e.*, through the Clearinghouse Mechanism (CHM) of the Basel, Rotterdam and Stockholm conventions, Chemicals Branch, and others; and
- Establish awards for contribution to the ESM of PCB using donations from members.

Organizational Structure

6. The PEN was established by the Conference of the Parties to the Stockholm Convention at its fourth meeting through decision SC-4/9 in 2009. Following decision SC-5/7 of the fifth meeting of the Conference of the Parties to the Stockholm Convention, the leadership and implementation of the PEN was transferred to Chemicals Branch of UNEP's Division of Technology, Industry and Economics (DTIE). The PEN operates through its Advisory Committee, Thematic Groups therein, and a Secretariat provided by Chemicals Branch. The Advisory Group of the PEN prepares activity reports to the Executive Secretary of the Convention Secretariat to inform the Conference of the Parties of the Stockholm Convention for their assessment as appropriate. The Executive Director of UNEP will report to the Governing Council of UNEP on progress and the provision of the leadership functions and implementation as appropriate.

Advisory Committee

7. An Advisory Committee was established to oversee the operation of the network. It consists of 17 members drawn from the following groups:

- | | |
|---|---|
| (a) Parties: | |
| African States: | 2 |
| Asian and Pacific States: | 2 |
| Central and Eastern European States: | 2 |
| Latin American and Caribbean States: | 2 |
| Western European and Other States: | 2 |
| (b) Industry: | 1 |
| (c) Polychlorinated biphenyl holders: | 1 |
| (d) Non-governmental organizations: | 1 |
| (e) Experts: | 1 |
| (f) Basel, Rotterdam and Stockholm conventions (BRS) Secretariat: | 1 |
| (g) Intergovernmental organizations: | 2 |

8. The members of the Bureau of the Conference of the Parties representing each of the five United Nations regions are invited to nominate from their respective regions two Parties to serve on the Advisory Committee. Each Party so nominated shall select one representative to the Committee no later than 30 June 2013 for a term of four years. Parties may be re-elected but cannot serve for more than two periods, *i.e.*, eight years. An initial ten Parties have been nominated upon the establishment of the PEN in 2009. In order to obtain a staggered composition of the members, on an exceptional basis, one Party within the each of the regions represented in 7(a) above shall serve for a two-year period only. The Bureau of the Conference of the Parties to the Stockholm Convention is invited to select new members at the Conference of the Parties meeting following the expiration of the term of office of a Party.
9. The two representatives of the intergovernmental organizations shall be nominated by the Inter-organization Programme for the Sound Management of Chemicals (IOMC).
10. The Secretariat of the PCB Elimination Network (PEN Secretariat) shall identify no later than 30 June 2013 one member from each of the other categories listed above to serve on the Advisory Committee for a term of four years. Members may be re-elected but cannot serve for longer than two periods, *i.e.*, eight consecutive years. Thereafter the PEN Secretariat must complete this process within two months of the completion of the term of office of the members concerned.
11. The Advisory Committee shall elect from among its members a Chair who shall serve for a period of two years. No Chair may serve for a period of more than four consecutive years.
12. The Parties, through their regional groups and the members of the Bureau of the COP of the Stockholm Convention from their regions, are invited to select members having the expertise necessary to enable the Advisory Committee to carry out its functions effectively. Members who are unable to attend the Advisory Committee meetings will be requested by the Chair to consider relinquishing from their seat to enable others to advise the PEN.
13. The Advisory Committee shall meet annually (preferentially face-to-face) to review the Network's activities and establish the Network's work plan and budget. These work plans and budget will be included into the report.
14. The PEN Secretariat may invite donor organizations, partners or experts to the meetings of the Advisory Committee as observers.
15. The work of the Advisory Committee shall include the following:
- Develop and periodically review the work plan and activities for the PEN;
 - Endorse the establishment of Thematic Groups and nominate Chairs for each Group;
 - Prepare the budget for the work of the PEN;
 - Establish a strategy for the mobilisation of resources to support the work plan of the PEN;
 - Prepare a progress report on the work and future plans of the PEN for the Governing Council of UNEP, the Basel and Stockholm COPs and the general membership for their information and any appropriate action; and
 - Prepare the criteria and the process for the selection of awardees and other incentives.

Secretariat of the PEN

16. The Chemicals Branch of UNEP/DTIE shall perform the function of Secretariat of the Network. The PEN Secretariat shall support the Network's activities. The PEN Secretariat will be managed by a Coordinator and its functions will include:

- Coordinating the work of the PEN;
- Developing and implementing an information exchange mechanism based on the BRS CHM at the global, regional and national levels;
- Facilitating the organisation of meetings of the thematic groups and administrative arrangements;
- Seeking funding for the activities of the PEN;
- Organising the annual meeting of the Advisory Committee;
- Preparing the work plan of the PEN for submission to the Advisory Committee; and
- Providing annual reports to the Advisory Committee on activities of the PEN.

Thematic Groups

17. Thematic Groups shall be established by the Advisory Committee to deal with specific issues related to the environmentally sound management of polychlorinated biphenyls and to implement activities as agreed in their work plans. The Advisory Committee members shall serve as leaders of the Thematic Groups. Members of the Network may participate in the activities of any of the Thematic Groups. The Thematic Groups' activities shall be supported by the regional centres of the Stockholm and Basel Conventions as appropriate.

14 ANNEX 5: WORK PLAN AND BUDGET FOR 2012/2013 AND 2014/2015

Activities	Actions	Responsible	Timeframe	Budget	Requested 2012-2013		Requested 2014-2015	
					Activities	Secretariat	Activities	Secretariat
I. Thematic Group on Inventories								
1. Revise and finalize the guidance on PCB inventory including standardized inventory procedures based on compilation of experiences, lessons learned, and existing guidelines on PCB inventories, taking into account regional variations (60 p)	1. Develop a revised draft based on comments	Chairs, Secretariat	done (by Mar 2012)	in-kind (SSFA through SCRC China)				
	2. Invite comments from the Committee members	Secretariat	10 Sep-31 Oct 2012	Secretariat staff time		20,000		
	3. Finalize a draft based on comments for presentation to the next meeting of the PEN and the next SC COP.	Chairs	30 Nov 2012	in-kind				
	4. Translate into UN languages. Make the final document available online	Secretariat	30 Jun 2013	Translation and hand-out	40,000	4,000		
2. Develop a factsheet on information requirements to support information management and the reporting process under paragraph (g), Part II, Annex A	1. Develop a first draft of the factsheet	Chairs	done (by Mar 2012)	in-kind				
	2. Invite comments from the Committee members	Secretariat	30 Sep-31 Oct 2012	Secretariat staff time		10,000		
	3. Finalize the document	Chairs	30 Nov 2012	Secretariat staff time		20,000		
	4. Translate into 6 UN languages. Make the final document available online	Secretariat with Regional Centers	30 Jun 2013	Translation and hand-out	10,000	1,000		
3. Identify the needs of the Stockholm Convention Parties in the development of PCB inventories and information processing	1. Identify the parties that require assistance with PCB inventories and processing of the information on PCB	BRS Secretariat	End of 2012	in-kind				
4. Based on the needs assessment, use the guidance documents on PCB inventories in technical assistance activities	1. Organize webinars on specific sections of the guidance in the language of the target region/subregion	Secretariat in cooperation with BRS Secretariat and support from Regional Centers	2013 and beyond	Secretariat staff time		20,000		20,000
	2. Organize four practical training workshops at regional levels	Secretariat with technical, logistic support of Regional Centers	2013 and beyond	See core activity				
	3. Request the GEF Implementing Agencies to use the guidelines within their projects	Chairs, Secretariat	2013 and beyond	Secretariat staff time		20,000		20,000
Subtotal					50,000	95,000	0	40,000
II. Thematic Group on Maintenance, Handling, and Interim Storage of Equipment Containing PCB								
1. Revise and finalize the guidance on maintenance, handling and interim storage of equipment containing PCB	1. Develop a revised draft based on comments	Chairs, Secretariat	done	in-kind				
	2. Invite comments from Advisory Committee members	Secretariat	10 Sep-31 Oct 2012	Secretariat staff time		10,000		
	3. Finalize draft based on comments	Chairs	30 Nov 2012	in-kind				
	4. Translate to 6 UN languages (30 p), make final document available online	Secretariat	30 Jun 2013		20,000	2,000		
2. Use the guidance documents on PCB maintenance in technical assistance activities	1. Organize webinars on specific sections of the guidance in the language of target region/subregion	Secretariat with BRS Secretariat and support of Regional Centers	2013 and beyond	Secretariat staff time		20,000		20,000
	2. Organize four practical training workshops at the regional levels	Secretariat with support of Regional Centers	2013 and beyond	See core activity		0		
Subtotal					20,000	32,000	0	20,000

Activities	Actions	Responsible	Timeframe	Budget	Requested 2012-2013		Requested 2014-2015	
					Activities	Secretariat	Activities	Secretariat
III. Thematic Group on Disposal of PCB and Remediation of Contaminated Sites								
1. Assessment of the need for guidance material in the identification and assessment of sites contaminated by PCB	1. Compile information and prepare report on existing guidance on identification and assessment of contaminated sites for review by the Advisory Committee	Secretariat in cooperation with the chairs (and consultants)	31 Jul 2013		14,000	1,400		
	2. Assess the concerns for the development of strategies for identifying sites contaminated by PCB in accordance with paragraph 1 (e) of Article 6 of the Stockholm Convention	Secretariat	30 Nov 2013	Secretariat staff time		20,000		
	3. Identify gaps in information and consider how to fill the gaps	Secretariat	31 Dec 2013	Secretariat staff time		20,000		
2. Encourage information exchange on the amount of PCB disposed of and methods used in PCB disposal, experiences and lessons learned	1. Initiate discussions on POPs Social to exchange information on the amount of PCB disposed of and methods used in PCB disposal, experience and lessons learned by stakeholders (developed and developing countries, industry, NGOs, etc.)	Lead by Advisory Committee member (Mr. Barbarasa)	Ongoing	in-kind		20,000		20,000
	2. Link the above discussion to the website of the PEN	Secretariat	31 Dec 2012	Secretariat staff time		10,000		10,000
	3. Consider strategies on PCB disposal within regions, based on the information shared by stakeholders	Advisory Committee	on-going	in-kind		20,000		20,000
Subtotal					14,000	91,400	0	50,000
IV. Thematic Group on Open Applications								
1. Revise and finalize the awareness raising materials (1 photo booklet, 2 fact sheets and the presentation)	1. Revise the awareness raising materials based on comments and include the criteria above in the material	Chairs	done (by Mar 2012)	in-kind				
	2. Invite second comments and additional input from the Committee members and PEN members on the photo booklet	Secretariat	31 Oct 2012	in-kind		10,000		
	3. Finalize awareness raising materials based on comments and additional information and publication	Chairs, Secretariat	30 Nov 2012	in-kind		10,000		
	4. Translate the materials into 6 UN languages		Translation until 30 Jun 2013		25,000	2,500		
2. Awareness raising activities, communicate the message to the stakeholders	1. Organize webinars on PCB in open applications in the language of the target region/subregion	Secretariat with Advisory Committee in cooperation with BRS Secretariat and support of Regional Centers	on-going	in-kind and Secretariat staff time		10,000		20,000
3. Compile information to evaluate further needs for guidance and/or activities to assist parties in implementing paragraph (f) of Part II of Annex A to the Stockholm Convention	Possible guidelines: 1) Assessment and environmentally sound management of PCB in open applications	Chairs, Secretariat, BRS Secretariat	31 Dec 2012 (by BRS Secretariat)	in-kind, Secretariat staff time		20,000		20,000
	2) Management of PCB in open applications based on compilation of lessons learned, best and worst practices in management of PCB in open applications	Chairs, Secretariat, and BRS Secretariat	overall compilation until Feb 2014	in-kind		10,000		10,000
Subtotal					25,000	62,500	0	50,000

Activities	Actions	Responsible	Timeframe	Budget	Requested 2012-2013		Requested 2014-2015	
					Activities	Secretariat	Activities	Secretariat
Core Activities of the Advisory Committee								
1. Develop outreach materials on the Advisory Committee outputs	Electronic material, posters, videos, etc.	Secretariat in cooperation with Chairs of Thematic Groups	On-going up to 31 Dec 2014		50,000	5,000		20,000
2. Annual training meetings with constituencies in regions on the outputs from the Thematic Groups	Each workshop for 5 days (4 UN regions)	Secretariat with Chairs of Thematic Groups, Regional Centers	4 in 2013, 4 in 2014		200,000	20,000	200,000	20,000
3. Compile lessons learned and good practices	Put compilation report on the website and present it to the PEN and COP	Secretariat with Chairs of Thematic Groups	On-going until 31 Dec 2014	In-kind, Secretariat staff time		20,000		20,000
4. Prepare progress report on an annual basis	Put progress report on the website and present it to the PEN and COP	Secretariat in cooperation with the Advisory Committee	31 Dec 2013 and 31 Dec 2014	Secretariat staff time		20,000		20,000
5. Carry out pilot testing of the guidelines and all PEN addressed issues in up to ten countries per region in all five regions	Questionnaire, field work for verification of data, including legal provisions	Secretariat in cooperation with chairs of Thematic Groups, and Regional Centers	Until 31 Dec 2014		250,000	25,000	250,000	25,000
6. Review, revise the guidance documents and fact sheets every 3-4 years	Update the guidance documents and fact sheets, publish on the web, make available to the PEN	Secretariat with Chairs of Thematic Groups	Until 31 Dec 2014	In-kind, Secretariat staff time		10,000		30,000
7. Hold annual face-to-face Advisory Committee meetings	Hold the meetings in 2013 and 2014	Secretariat to organize the meetings, AC	2013 and 2014		30,000	23,000	30,000	23,000
8. Every second year hold the PEN meeting in association with the SC COPs	Hold the meeting at the same time as the SC COP	Secretariat to organize the meetings, AC	2013 and 2015		30,000	23,000	30,000	23,000
9. Review the TORs of PEN and make recommendations to the next meeting of the PEN	Secretariat with PEN Chair, AC to review, Secretariat to finalize	Secretariat with the members of the AC	30 Sep 2012	In-kind, Secretariat staff time		20,000		
10. Establish a technical assistance platform in Regional Centres to respond on PCB matters for implementation of the SC	Regional Centres and Secretariat	Secretariat with Regional Centers	31 Jul 2013		100,000	10,000	100,000	10,000
						20,000		20,000
Subtotal					660,000	176,000	610,000	191,000
Biennial total					769,000	456,900	610,000	351,000
Grand Total (per biennium)					1,225,900		961,000	
Grand Total					2,186,900			
Activities					1,379,000			
Staff					807,900			